



Citizens State Bank of Loyal

TITLE:	Loan Assistant	Reports to: Chief Lending Officer
FLSA:	Non Exempt	Location: Loyal
CATEGORY:	Full Time	Date: October 2024

SUMMARY

The Loan Assistant services and supports consumer, mortgage, commercial and agricultural loans. Post and disburse new and renewed loans, checks the accuracy of loan documents and information after it is posted on the Bank's loan system. Maintain and keep loan records up-to-date by the use of paper files or in electronic storage, perform record-keeping and backroom clerical maintenance and support functions, assist with questions to both internal and external customers, and perform other tasks as assigned. Must be highly self-motivate, organized and passionate about working in a team environment.

ESSENTIAL DUTIES

- Post and disburse new and renewed loans.
- Assist with escrow disbursement. The processors do final analysis and cut checks.
- Send information regarding denied and withdrawn applications to Processing Dept. for processing.
- Organize, maintain and assemble loan files.
- Obtain business and individual UCC searches and title searches.
- File mortgages and titles. File UCC continuations.
- Perform transfers and/or advances on DDA and loans as required.
- Manage the upkeep of various reports, scan documents into electronic files, and organize paper files.
- Send final documents to Title Companies on refinanced loans and satisfactions to counties for recording.
- Answer phone inquiries from general public, customers and other bank personnel.
- Assist with statement and notice mailings, incoming loan department mail, month end balancing reports, and end of week reports.
- Arrange and post payments, , and remit secondary market payments.
- Prepare and send payoff requests, draw requests, and homeowner's insurance escrows.
- Order appraisals, flood determinations and other loan-related items in accordance to bank policies and procedures.
- Prepare closing documents for lenders (e.g. loan reporting sheet and loan checklist).
- Review loan documents for accuracy and organize for closing after they are prepared by the processor.
- Review insurance coverage for loan collateral and follow up with insurance agent as necessary.
- Review ticklers and assist lenders in obtaining information by contacting borrowers and third parties.
- Assist lenders in gathering information for underwriting (e.g. RE tax record for delinquent balances, DFI ccap site for legal proceedings, and DFI for entity information).
- Respond to third party information requests from SBA, FSA, etc.
- Assist other areas of Loan Administration as needed.

SECONDARY DUTIES



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- Participates in Bank-wide committee and branch-level meetings when requested.
- Assist senior management in development of Bank manuals and operational procedures in an effort to accomplish the Bank's strategic directives.
- Keeps abreast of regulatory compliance and developments for assigned area and informs Bank staff of same. Recommends procedural changes as needed to support prescribed requirements.
- Maintain educational and professional expertise through attendance at job-related seminars, conferences and workshops.
- Participates in Bank community service and team building events.
- Perform any and all other additional duties as may be assigned.

ENVIRONMENT AND PHYSICAL ACTIVITY

The physical and work environment characteristics described in this job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodations should discuss the request with the employee's supervisor or Human Resources.

This work requires the occasional exertion of up to 10 pounds of forces; work requires sitting, frequently requires standing. Work has standard vision requirements. Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

MINIMUM REQUIREMENTS

High school diploma or equivalent.

Working knowledge of bank and loan procedures and process.

Strong verbal and written communication skills required.

Demonstrate the ability to reach sound, logical, and effective decisions consistent with bank policies, procedures and culture.

Ability to manage oneself through open communication with supervisor/co-workers with the end goal of working as a team to collectively meet all job requirements.

Acknowledgement: This job description is not intended and should not be construed to be an all-inclusive list of responsibilities, skills, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the job requirement, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary. I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee

Date